

EVERGREEN BERGVLIET

("the village")

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that an Annual General Meeting of the village will be held in **Sonnenhof Manor House** of Evergreen Bergyliet, 30 Homestead Avenue, Bergyliet on Thursday, 30 August 2018 at 14:00.

This notice has been sent to all the life right holders of the village who are recorded as such in the Life Right Register of the village on Wednesday, 15 August 2018, being the default notice record date determining which life right holders are entitled to receive notice of the Annual General Meeting.

AGENDA

- 1. WELCOME AND INTRODUCTION
- 2. CONFIRMATION OF NOTICE
- 3. ATTENDANCE AND APOLOGIES
- 4. ACCEPTANCE OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES (As attached)
- 5. ANNUAL REPORT BY THE CHAIRMAN OF THE MANAGEMENT COMMITTEE (Attached)
- 6. EVERGREEN BERGVLIET VILLAGE MANAGER'S REPORT (Attached)
- 7. **ELECTION OF THE MANAGEMENT COMMITTEE MEMBERS** (See Note One)
- 8. CONFIRMATION OF THE APPOINTMENT OF THE MANAGING AGENT
- 9. **GENERAL**
- 10. CLOSURE OF MEETING
- 11. SNACKS AND REFRESHMENTS

NOTE ONE: ELECTION OF THE RESIDENTS' COMMITTEE MEMBERS

(Ordinary Resolution Number 1)

Composition and nomination

The Management Committee members of the village shall retire at the Annual General Meeting and shall upon retirement be eligible for re-election. Life right holders are hereby requested to nominate 6 (six) Management Committee members, by completing the Nomination Form for Election to the Management Committee (attached herewith). Should more than 6 (six) nominations and/or any nominations apart from those for the existing Management Committee Members who have offered themselves available for re-election be received, an election will be held at the Annual General Meeting by way of ballot. The 6 (six) nominees with the most votes will be appointed as Management Committee members, and will hold office until the next Annual General Meeting.

Existing candidates

Kindly note that Mr J Bester, Mss J Misplon and J van Rhyn have offered themselves available for reelection and will be included in the list of nominees that will be voted upon at the Annual General meeting, should any nominations, apart from theirs, be received and / or more than 6 (six) nominations be received.

Instructions

Please hand-deliver the Nomination form for election to the Management Committee to the village management offices by no later than 16:00 on **Thursday 23 August 2018**.

ATTENDANCE AND VOTING BY LIFE RIGHT HOLDERS OR PROXIES

The Record Date on which life right holder(s) must be registered in the Life Right Register of the village, to determine which life right holder(s) are entitled to attend the Annual General Meeting, is **Wednesday**, **15 August 2018** ("Record Date").

Life right holder(s) are entitled to attend and vote at the Annual General Meeting or to appoint a proxy to attend, speak and vote in their stead. The person so appointed as proxy need not be a life right holder of the village. Proxy forms must be hand-delivered to the village management offices by no later than 16:00 on **Tuesday**, **28 August 2018**.

If there are two residents occupying a unit in the village, they will each have one vote.

PROOF OF IDENTIFICATION REQUIRED

Any proxy of a life right holder appointed to attend, participate and vote at the Annual General Meeting must be able to present reasonably satisfactory identification at the meeting for such proxy to attend, participate and vote at the meeting. A green bar-coded identification document or Smart identification card issued by the South African Department of Home Affairs, a valid driver's license or a valid passport will be accepted as sufficient identification.

IMPORTANT NOTE

Life right holders will receive a complete Annual General Meeting ("AGM") document pack via the email address listed for their unit. Life right holders are encouraged to bring the AGM document pack along to the AGM for discussion.

In an attempt to reduce our carbon footprint and save on paper wastage and cost, village management will only have printed copies of the first 3 (three) pages of the AGM notice on hand for life right holders who are unable to or do not have access to printing facilities. The following attachments and forms will only be printed for and on request from a life right holder:

- 1. Proxy form; and
- 2. Nomination form for election to the Management Committee.

For catering purposes, kindly RSVP to Christine Dempers at 021 713 7860 by no later than 16:00 on Thursday 23 August 2018.

By order of the Management Committee.

C HUMAN
Company Secretary of Evergreen Lifestyle Villages (Pty) Ltd

TOKAI
15 August 2018

EVERGREEN BERGVLIET

("the village")

PROXY FORM

For use by registered life right holders of the village, recorded in the Life Right Register as at the Record Date, to be used at the Annual General Meeting to be held in Sonnenhof Manor House of Evergreen Bergvliet, 30 Homestead Avenue, Bergvliet on Thursday, 30 August 2018 at 14:00.		
I/We (please print name)	of	(unit number)
being the holder(s) of a life right in the village, hereby appoint (see instruction overleaf):		
1		or failing him/her,
2		or failing him/her,
3. the chairman of the Annual General Meeting (Mr D Walker will be acting as chairman of the Annual General Meeting),		
as my/our proxy to attend, speak and vote for me/us and on my/our behalf at the Annual General Meeting of the village to be held on Thursday, 30 August 2018 or at any adjournment thereof,		
SIGNATURE/S	DATE:	
ASSISTED BY ME (WHERE APPLICABLE)		

Instructions on signing and lodging the proxy form:

- 1. A life right holder may insert the name of a proxy or the names of two alternative proxies of the life right holder's choice in the space/s provided above, with or without deleting "the chairman of the Annual General Meeting", but any such deletion must be initialled by the life right holder(s). Should this space be left blank, the chairman of the Annual General Meeting (Mr D Walker) will exercise the proxy. The person whose name appears first on the proxy form and who is present at the Annual General Meeting will be entitled to act as proxy to the exclusion of those whose names follow.
- 2. The completion of any blank spaces above need not be initialled. Any alterations or corrections to this proxy form must be initialled by the signatory/ies.
- To be valid the completed proxy forms must be hand-delivered to the village management offices by no later than 16:00 on Tuesday, 28 August 2018 and must be accompanied by a copy of the proxy's proof of identification.
- 4. Documentary evidence establishing the authority of a person signing this proxy form on behalf of the life right holder in a representative capacity (e.g. power of attorney or Letters of Curatorship) must be attached to this proxy form unless previously recorded by ELV's Company Secretary or waived by the chairman of the Annual General Meeting.
- 5. The completion and lodging of this proxy form shall not preclude the relevant life right holder from attending the Annual General Meeting and speaking in person thereat to the exclusion of any proxy appointed in terms hereof, should such life right holder wish to do so.
- 6. The chairman of the Annual General Meeting may reject or accept any proxy form which is completed other than in accordance with these instructions.

EVERGREEN BERGVLIET

("the village") NOMINATION FORM FOR ELECTION TO THE MANAGEMENT COMMITTEE ___, a life right holder of the I/We hereby nominate_____ village, to be appointed as a Management Committee member, which appointment may (if necessary) be voted on by life right holders at the Annual General Meeting on Thursday, 30 August 2018; NAME AND SIGNATURE OF PROPOSER ______ DATE: _____ NAME AND SIGNATURE OF SECONDER ______ DATE: **CONSENT BY NOMINEE** I (print name) hereby accept the nomination to be appointed as Management Committee member of the village. SIGNATURE OF NOMINEE DATE: KINDLY NOTE: To be valid the completed Nomination form for election to the Management Committee together with the Brief CV of the nominee must be hand-delivered to the village management offices by no later than 16:00 on Thursday, 23 August 2018. **EVERGREEN BERGVLIET** ("the village") NOMINATION FORM FOR ELECTION TO THE MANAGEMENT COMMITTEE , a life right holder of the I/We hereby nominate village, to be appointed as a Management Committee member, which appointment may (if necessary) be voted on by life right holders at the Annual General Meeting on Thursday, 30 August 2018; NAME AND SIGNATURE OF PROPOSER DATE: NAME AND SIGNATURE OF SECONDER DATE: **CONSENT BY NOMINEE** I (print name) hereby accept the nomination to be appointed as Management Committee member of the village.

KINDLY NOTE: To be valid the completed Nomination form for election to the Management Committee together with the Brief CV of the nominee must be hand-delivered to the village management offices by no later than 16:00 on Thursday, 23 August 2018.

SIGNATURE OF NOMINEE ______DATE: _____